

PLAN MMCS SYSTEM OPERATING SCHEDULE DESCRIPTION
Calendar Year 2005

It is vital for everyone in your organization who is involved in the Medicare aspects of the CMS contract, to be aware of the schedule of target dates attached to this description. The schedule includes:

- (1) PLAN DATA DUE -- This date is the last day on which you can transmit records to the CMS Data Center for processing in the month. The transmission MUST BE completed by the close of business (5 PM) in the eastern time zone on the date noted.
- (2) MMCS DOWN DAY -- This is a day on which you cannot access the CMS Medicare Managed Care System (MMCS) master file for view/look-up purposes. On all other work days, access can be gained unless a message on the MMCS screen indicates otherwise. Also, be aware that the MMCS System is not usually available on weekends. Hours of operation for MMCS are 6 AM to 8 PM eastern time.
- (3) MMCS EXCEPTION REPORTS AVAIL -- The date that you can look at the enrollment, disenrollment, and status records you sent to CMS for processing that rejected. This provides you an early opportunity to release welcome letters to enrollees whose enrollment transactions did not reject. You DO NOT have to wait until later in the month for the MMCS monthly reports to be available for downloading via GROUCH to notify the enrollees whose enrollment records were accepted. We recommend you take full advantage of this capability not only to welcome the new members but also to investigate the rejected records as noted on the EXCEPTION REPORT.
- (4) PAYMENT DUE PLANS -- This is the date of the deposit of the CMS monthly payment to your plan; all deposits will be made to arrive on the first calendar day of the month unless the first day falls on a weekend or a federal holiday. In this case the deposit will arrive on the last workday prior to the first of the month.
- (5) GROUCH/MMCS REPORTS AVAIL -- This is the date all the CMS monthly reports are available for downloading via the CMS MMCS Report Output User Communication Help (GROUCH)/MMCS System. NOTE: No mailing is done for these reports, you must download them to receive them!
- * (6) MMR LIST FOR WORKING AGED SURVEY - This Monthly Membership Roster (MMR) will be used to administer the WORKING AGED Survey due to CMS September 15 for calculation of the 2007 MCO level payments.
- * (7) WA SURVEY RESULTS AND NON-RESPONDENTS LISTS - This date is the last day on which you can submit the working aged members and nonrespondents listings (on diskette) to CMS. This data will be used to calculate the 2006 MCO level payment. The diskette should be sent to CMS, C/O Angela Wright, C1-05-07, 7500 Security Blvd, Baltimore, MD 21244.

- (8) ANNUAL ELECTION PERIOD BEGINS AND ENDS -The Annual Election Period (AEP) occurs during November 15 and December 31 every year. Elections made during the AEP are effective January 1 of the following year.
- (9) CERTIFICATION DUE- This is the date by which the Certification to the accuracy of the enrollment information of the Grouch/MMCS Report is required. The Certification should be sent to the IntegriGuard, Payment Validation Project, at IntegriGuard; MMC Enrollment Project; 2121 North 117th Avenue; Suite 200; Omaha, Nebraska 68164.

* New Certification of Enrollment.